

Eastern ROP 7: EQUIPMENT INVENTORY	Page 1 of 1
<div> <div>Division of Forensic Science</div> <div>Eastern Laboratory's Regional Operating Procedures</div> </div>	Amendment Designator: 0
	Effective Date: 8 Feb 2003
<div> <div>ROP 7: Equipment Inventory</div> <div> <div>1 Purpose</div> <p>This ROP provides guidance to the Eastern Laboratory concerning the maintenance of the inventory of fixed asset equipment.</p> <div>2 Reference</div> <p>Division AOP 7, <i>Inventory of Equipment</i></p> <div>3 Responsibilities</div> <div>3.1 Section Supervisors and Single-Person Sections</div> <div>3.1.1 Maintain an up-to-date copy of the <u>fixed asset inventory</u> for the section. The initial inventory will be furnished to each section.</div> <div>3.1.2 Transmit additions, deletions, and changes in your inventory to the Division's Forensic Business Manager and the laboratory's Forensic Office Manager using the Division's Adjustment of Inventory form.</div> <div>3.1.3 Immediately upon receipt of a Division inventory number, affix it to the new equipment in a manner allowing easy reading.</div> <div>3.1.4 Transfers of equipment between sections of the Eastern Laboratory will be immediately documented with the Division's Adjustment of Inventory form.</div> <div>3.2 Annual Equipment Inventory</div> <div>3.2.1 Annually, at a time announced by the Laboratory Director, each section will perform a physical inventory of fixed asset equipment and reconcile the equipment on hand with the section's inventory. Upon completion of the inventory, the section will provide a copy of its up-dated inventory to the laboratory's Forensic Office Manager.</div> <div>3.2.2 The Forensic Office Manager will maintain copies of each sections inventory.</div> <div>4 Disposal of Equipment</div> <p>No member of the Eastern staff is authorized to destroy, throw away, sell, take or otherwise dispose of equipment that is found to be either in excess of the laboratory's needs or unserviceable. All such equipment will be transferred as quickly as possible to the Forensic Business Manager for disposition.</p> <div>◆ End</div> </div> </div>	